

## Mississippi Management and Reporting System Steering Committee Minutes

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A called meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 2:00 p.m. in the Conference Room of the Department of Finance and Administration (DFA), 901 Walter Sillers Building, Jackson, Mississippi, on Tuesday, April 18, 1995.

The following members were present:

Edward L. Ranck, Chairman and Executive Director of the Department of Finance and Administration

J. K. Stringer, Vice-Chairman and Executive Director of the State Personnel Board

David L. Litchliter, Executive Director of the Central Data Processing Authority

Also present were:

Cille Litchfield, MMRS Administrator

Tracie Dickerson, MMRS/SPAHRs Project Manager

Tammy Waltman, MMRS Administrative Support

Gary Runnels, State Personnel Board

A quorum being present, the meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was called to order by Dr. Ranck. Dr. Ranck requested a motion that the minutes of the March 10, 1995 meeting be adopted. Dr. Ranck indicated he could not verify the accuracy of the minutes since he was not present at the March 10th meeting. Mr. Stringer moved the minutes be adopted. The motion was seconded by Mr. Litchliter. The minutes were adopted as presented.

Dr. Ranck presented agenda item 2: Consideration for including the \$150,000 cost of the SPAHRs/State Personnel Board (SPB) Imaging Study as a regular SPAHRs expenditure which will be reimbursed to fund 3125 through the MMRS assessment to state agencies. This recommendation is a change to the payment approach approved during the March 10, 1995, Steering Committee meeting. The SPAHRs team and MMRS had reviewed the original proposal to loan the \$150,000 to SPB versus handling recovery through the MMRS assessment. MMRS recommends the latter as a cleaner approach. Either way the cost of the study will be borne through assessment. This approach will have less direct impact on SPB.

Dr. Ranck reported the Governor and his cabinet to be enthusiastic about SPAHRs and questioned the reactions from other state agencies. Mrs. Litchfield responded there was a good deal of negative response from the agencies when the MMRS invoices were first issued. The negative reaction was due to MMRS failure to effectively communicate how the assessment process would work. Steps have been taken to correct this problem. Estimates to be included by agencies in their FY97 budget requests will be released later this year and will be specifically addressed to agency MMRS implementation leaders. At this time, the only outstanding issue is with PERS. Dr. Ranck has been



Mrs. Litchfield reported the SPAHRS Steering Committee approved this recommendation pending the MMRS Steering Committee approval and pending resolution of a number of issues outstanding with the vendor. These issues must be resolved before the Letter of Request can be written. The SPAHRS project team is preparing to move forward with the new approach beginning May 1. Mr. Litchlitter asked how we will roll together the RAD and imaging. Mrs. Litchfield responded that the imaging study will look at the work flow and internal processing of SPB and at the SPAHRS functionality and determine where the imaging pieces must be tagged into SPAHRS. Some adjustments to the order of development of the application segments have been made to push out those segments most affected by imaging. Mr. Stringer responded the intent of looking at imaging does not mean that D&T will write less code. Mr. Litchlitter and Mrs. Litchfield agreed that D&T would actually expect to write more code. Mrs. Litchfield also acknowledged the need for D&T to tell us as a part of the study where this additional code will be required and its cost.

On a motion made by Mr. Stringer and seconded by Mr. Litchlitter, this recommendation was approved as presented.

Mrs. Litchfield presented agenda item 4. A contract amendment is proposed to change the software tools used in the SPAHRS development project. This request is a result of advances in technology since D&T and Software AG (SAG) made their original proposal. The SPAHRS team will meet with SAG on April 20 to discuss swapping the tools listed in the contract. Mrs. Litchfield stated that the contract does not say MMRS is obligated to purchase any tools. MMRS also does not know or care what D&T's and SAG's agreement may be. At a minimum, Predict Case will be dropped (Mrs. Litchfield reported Predict Case to be a \$93,000 product. She corrected this later to indicate the total software included in the contract is \$93,000 with Predict Case being \$70,000 and Predict Application Control being \$23,000. Neither of these tools will be used.) No Steering Committee action was required at this time on this proposed change.

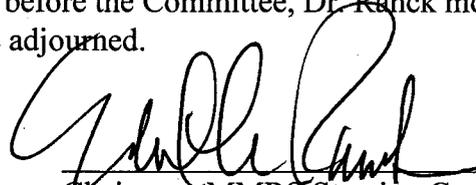
Mrs. Litchfield presented agenda item 5. From project inception there have been problems with the project manager. This was identified as an issue to Mike Mayo, Project Principal, in January 1995. In February, things improved due to remedial actions. After that time, things got worse. MMRS is requesting in writing that the project manager for D&T be replaced. Dr. Ranck asked if the project manager was named in the contract. Mrs. Litchfield indicated that he is. Dr. Ranck asked if we have unilateral authority in the contract to ask for his replacement. Mrs. Litchfield and Mr. Litchlitter both responded yes and that we have the authority to review and reject any replacements offered.

Mrs. Litchfield indicated that the contract lists all the project principals and to date we have only seen two of them. Staffing concerns remain an issue, and MMRS is working with CDPA to ensure that the contract is followed. Mr. Litchlitter questioned the overall level of comfort with D&T. Mrs. Litchfield responded that in some areas the level of comfort is good. In others, there is no leadership from D&T. Mrs. Dickerson indicated there is limited organization and no direction. Mr. Stringer asked how long it will take to get a replacement. Mr. Mayo was requested to provide resumes on March 28, 1995. Mrs. Dickerson indicated that an issues letter will be mailed to D&T on April 19.

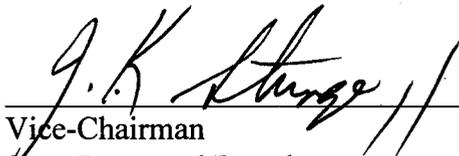
Dr. Ranck asked to whom Mr. Mayo reports. Mrs. Litchfield and Mrs. Dickerson responded they did not know but would get that information for Dr. Ranck. Dr. Ranck will help D&T understand the issues. Mrs. Litchfield and Mrs. Dickerson reviewed steps being taken internally to shore up communications on the state's team and between the state and D&T. Mrs. Litchfield indicated she will hold the initial D&T invoice until the outstanding issues are addressed. Mr. Runnels asked if we change project managers, will we stay with RAD approach. Mrs. Litchfield indicated that we would because the idea has value. Mr. Litchliter questioned what office was staffing the project. Mrs. Dickerson responded that the Parsippany, New Jersey, office is responsible. Mrs. Litchfield indicated that conversations have been held with the vendor indicating that if they could not meet the staffing obligations of this commitment, it was their responsibility to state such. The Steering Committee discussed the existing D&T and SAG staff comparing them to D&T's staffing of WIC, the Secretary of State's imaging project, and the MDHS METSS quality assurance project. D&T has also submitted a proposal for PERS.

The final item of business set the next meeting of the MMRS Steering Committee for Thursday, May 25, 1995, at 2:00 p.m. in the 901 Sillers Conference Room. During that meeting, recommendations concerning SPAHRS production operation and the FY97 personnel budget will be presented.

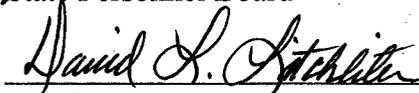
There being no further business to come before the Committee, Dr. Ranck moved to adjourn, and, there being no objection, the Committee adjourned.



Chairman, MMRS Steering Committee  
Department of Finance and Administration



Vice-Chairman  
State Personnel Board



Member  
Central Data Processing Authority